



SCHEDULE 10M – TERMINAL OPERATOR’S SCHEDULE OF METER READINGS

DUE DATE: last day of the following month

Company Name (print or type, or apply address label over this box)	FEIN
	IRS Terminal Code Number
	Month Ended/Year (MMDDYY)

MAIL THIS SCHEDULE TO:

Wisconsin Department of Revenue
Post Office Box 8900
Madison, WI 53708-8900
(608) 266-3223 or 266-8242

PRODUCT TYPES:

(enter only one product type per line in Section 1)

Refer to your EDI Implementation Guide for additional product types and related three-digit codes.

Gasolines

065 Gasoline
124 Gasohol

Aviation Fuels

125 Aviation Gasoline
130 Jet Fuel

Undyed Diesel Fuels

145 Kerosene Low Sulfur Undyed
147 Kerosene High Sulfur Undyed
150 No. 1 Fuel Oil
161 Low Sulfur Diesel #1
167 Low Sulfur Diesel #2

Dyed Diesel Fuels

073 Kerosene Low Sulfur Dyed
074 Kerosene High Sulfur Dyed
175 Residual Fuel Oil
226 High Sulfur Dyed
227 Low Sulfur Dyed
231 No. 1 Fuel Oil Dyed

Additives & Others

122 Blending Components
123 Alcohol
241 Ethanol - Alcohol
243 Methanol

SECTION 1 – SCHEDULE OF METER READINGS AND WITHDRAWALS (gross gallons)

(1) Meter Number	(2) Product Type	(3) End Meter Date	(4) Readings Reading	(5) Begin Date	(6) Meter Readings Reading	(7) Metered Withdrawals	(8) Meter Testing	(9) Net Meter Withdrawals	(10) Other Meter Adjustments	(11) Total Withdrawals
TOTALS OF COLUMNS 7 THRU 11 (total gallons in column 11 must agree with total of Section 2) ➤										

SECTION 2 – RECONCILIATION OF WITHDRAWALS BY PRODUCT TYPE (gross gallons)

Column 1		Column 2		Column 3		Column 4	
Product Type	Gallons	Product Type	Gallons	Product Type (Undyed Diesel)	Gallons	Product Type (Dyed Diesel)	Gallons
065 Gasoline		122 Blending Components		145 Kerosene Low Sulfur		073 Kerosene Low Sulfur	
123 Alcohol		243 Methanol		147 Kerosene High Sulfur		074 Kerosene High Sulfur	
124 Gasohol				150 No. 1 Fuel Oil		175 Residual Fuel Oil	
241 Ethanol - Alcohol		125 Aviation Gas		161 Low Sulfur Diesel #1		226 High Sulfur Diesel	
		130 Jet Fuel		167 Low Sulfur Diesel #2		227 Low Sulfur Diesel	
						231 No. 1 Fuel Oil	
GALLON SUBTOTAL		GALLON SUBTOTAL		GALLON SUBTOTAL		GALLON SUBTOTAL	
TOTAL GALLONS OF ALL PRODUCTS (add subtotals of cols. 1, 2, 3 & 4 - this total must agree with total of column 11, Section 1) ➤							

TERMINAL OPERATOR'S SCHEDULE OF METER READINGS – INSTRUCTIONS

GENERAL INSTRUCTIONS

Terminal and refinery operators must complete this meter reading schedule each month and file it with the Department of Revenue. Terminal and refinery operators are required to file their reports electronically with the department except for the meter reading schedule 10M which must be filed in a paper version at this time.

WHEN TERMINAL OPERATOR REPORT IS DUE

Your report, plus supporting schedules including the meter reading schedule, is due on or before the last day of the month following the month covered by the report. To be timely filed with the department, an electronically filed report must be transmitted to the department on or before the due date of the report. The meter reading schedule should be postmarked by a United States Post Office on or before the due date of the report.

Late-filed Reports: Reports not timely filed are subject to a mandatory \$10 late-filing fee.

IDENTIFYING INFORMATION

Company Name and FEIN. Enter your name and federal employer identification number (FEIN), or apply a name/address label which was previously mailed to you by the department.

IRS Terminal Code Number. Enter the nine digit terminal code number which the Internal Revenue Service assigned to you at this terminal location.

Month Ended/Year. Enter the month and year covered by the report (MM DD YY).

ENTER GROSS GALLONS IN SECTIONS 1 & 2 (U. S. STANDARD LIQUID GALLONS – 231 CUBIC INCHES).

SECTION 1

List each meter number on a separate line. A meter number (column 1) may appear more than once in Section 1 if more than one type of fuel product goes through the meter during the month. The meter readings you enter for a specific meter may only pertain to the fuel type in column 2.

Column (1)

Number assigned to the meter through which the fuel in column 2 passed.

Column (2)

Product code for the fuel passing through this meter. Enter one of the product codes listed on the front of this form.

Columns (3) & (4)

Ending meter reading and the date it was taken for the fuel type entered in column 2. *Month end meter readings must be taken at the close of business on the last day of the month.*

Columns (5) & (6)

Beginning meter reading and the date it was taken for the fuel type entered in column 2. *A meter reading entered for the beginning of a month must be the same as the reading taken for that meter at the end of the prior month.*

Column (7)

Subtract the meter reading in column 6 from the reading in column 4. The difference represents the gallons that appear to have been withdrawn from the terminal during the month. Be sure to take into account any meter "turnovers" that occurred during the month.

Column (8)

Gallons withdrawn when performing meter tests during the month. These withdrawals must be documented in your records via a manifest or bill of lading including the destination of the product (e.g., slop tank, returned to terminal storage).

Column (9)

Subtract gallons in column 8 from the gallons in column 7. Enter the difference in column 9.

Column (10)

Other adjustments that affected this meter and product type, for example: meter repairs, meter slips. These adjustments may increase or decrease the net gallons withdrawn entered in column 9.

Column (11)

Total gallons withdrawn via this meter during the month for the fuel type entered in column 2. Add or subtract, as appropriate, the gallons in column 10 from the gallons in column 9. *The total gross gallons in column 11 must agree with the total gallons of Section 2.*

SECTION 2

In this section, break down the gross gallons reported in Section 1 by product type disregarding meter numbers. *The total gallons of Section 2 must agree with the total gallons in column 11, Section 1, as well as the total gross gallons you detail by EDI on your terminal operator disbursement schedule TD.*

COMPUTER PREPARED METER SCHEDULES

The department will accept computer prepared schedules of meter readings. If you want to submit computer prepared schedules, you must do the following:

1. Use the same format as our MF-010m.
2. Use paper 11 X 8½ inches.
3. Print only on one side of the paper.
4. Burst computer paper if continuous.